



#8889

Child Support Enforcement Specialist I/II

Jefferson County offers an opportunity for a highly motivated individual with exceptional organizational skills. Primary responsibilities include; establish, enforce and modify child support orders and perform case management tasks for Jefferson County Child Support Administration.

Associate degree in secretarial, business, paralegal or related field with 3-5 years legal secretarial experience with one year in family law or equivalent required. Must have strong communication skills. Additional training in legal research and child support enforcement preferred. Starting pay: \$18.94/hr.

Application review begins September 16, 2015 and is open until filled. Visit www.jeffersoncountywi.gov or Human Resources for details and application. Submit application online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

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